FI 6 08/2006 Division of Finance



Name:						
Employee Number:						
Dept. Code:	Unit:	Distribution Code:				
Effective Date:	(NANA/F					
	(MM/DD/YYYY)					

RETROACTIVE PAY FOR PAY RATE INCREASE WORKSHEET

ection 1 Calculation of Pay Due Employee									
Pay Period End Date (MM/DD/YYYY)	Hours Paid Including OT	Incorrect Pay Rate	Correct Pay Rate	Pay Rate Increase	Additional Regula Pay				
			Total Additional	Pay at Straight Time					
Pay Period End Date (MM/DD/YYYY)	1/ 2 of OT Hours Paid	Incorrect OT Rate	Correct OT Rate	OT Rate Increase	Additional OT Pay				
(
			Total Addition Total Retroactive Pa	onal Pay at Half Time					
				1					
have reviewed the	e above calculation a	nd agree that the an	nount of retroactive	pay is correct and s	hould be paid.				
Signature:				Date					
	Emp	loyee							
ianature:				Date					

Section	on 2 Data Entry	Complete the data entry information below and enter into the Payroll Time & Attendance System.							
WAGE TYPE	AMOUNT	FUND	DEPT	UNIT	APPR	ACTV	FUNCTION	PROGRAM	PHASE

Manager